

SAMPLE ONLY ----- MONTHLY EXPENDITURE REPORT ----- SAMPLE ONLY

CHECK WILL BE MADE OUT & MAILED TO: YOUR ORGANIZATION: ADDRESS: PHONE:		UTAH HIGHWAY SAFETY OFFICE 3888 WEST 5400 SOUTH SALT LAKE CITY, UT 84118 801 957-8570 FAX 801 957-8588			MONTHLY PROJECT COST REPORT MONTH OF August YEAR 2006 REPORT PREPARED BY <u>Mora Money</u> FEDERAL ID# _____				
PROJECT NUMBER: CP00-00-00 (AS APPEARS ON PROJECT APPLICATION)		PROJECT TITLE: Traffic Safety Project Title							
SIGNATURE OF FINANCIAL OFFICER:				SIGNATURE OF PROJECT DIRECTOR:					
DATE: 00/00/00				DATE: 00/00/00					
BREAKDOWN OF COSTS:		SOURCES OF FUNDS			BREAKDOWN OF HIGHWAY SAFETY FUNDS (Column 1) - TYPE OF EXPENSE				
	COLUMN 1	COLUMN 2	COLUMN 3*	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9
	HIGHWAY SAFETY OFFICE	YOUR CONTRIBUTION (IN-KIND)	TOTAL PROJECT FUNDING <small>Total Columns (1-2)</small>	SALARY AND BENEFITS	CONTRACTUAL SERVICES (WITH OTHER AGENCIES)	EQUIPMENT	TRAVEL	SUPPLIES/ OPERATING (INCENTIVES)	HIGHWAY SAFETY EXPENSES <small>Total Columns (4-8)</small>
Personnel	\$	\$	\$	\$	\$	\$	\$	\$	\$
Coordinator Salary	768.94		768.94	768.94					768.94
Co-Coordinator Salary	947.33		947.33	947.33					947.33
Overtime Wages - SB	551.98		551.98	551.98					551.98
Overtime Wages - DUI	676.70		676.70	676.70					676.70
Secretarial Support		300.00	300.00						
Travel									
Sacramento Conference	404.00		404.00				404.00		404.00
Orlando Conference	230.00		230.00				230.00		230.00
Mileage	519.79		519.79				519.79		519.79
Per Diem - Orlando	334.13		334.13				334.13		334.13
Detroit Conference	77.00		77.00				77.00		77.00
Supplies									
Child Safety Seats	1,912.48		1,912.48					1,912.48	1,912.48
A. TOTAL SPENT THIS MONTH	6,422.35	300.00	6,722.35	2,944.95			1,564.92	1,912.48	6,422.35
B. CUMULATIVE SPENT AT THE BEGINNING OF MONTH	12,822.13	16,500.00	29,322.13	0			391.66	12,430.47	12,822.13
C. CUMULATIVE SPENT AT THE END OF MONTH (A PLUS B)	19,244.48	16,800.00	36,044.48	2,944.95			1,956.58	14,342.95	19,244.48
D. OVERALL BUDGET (TOTAL AMOUNT OF GRANT)	33,000.00	20,000.00	53,000.00	8,500	0	0	4,500	20,000	33,000.00
E. BALANCE (D LESS C)	13,755.52	3,200.00	16,955.52	5,555.05			2,543.42	5,657.05	13,755.52

TIPS: Column 1 should be the same as Column 9; Columns 4-9 provide expenditure and balance totals for Highway Safety Funds only, not Matching Funds.
 All items in RED represent Highway Safety Expenditures; items in BLUE represent Matching Expenditures; items in GREEN represent the sum of Highway Safety AND Matching Funds.